

State of Alaska  
Department of Community and Economic Development  
Division of Occupational Licensing  
Board of Registration for Architects, Engineers and Land Surveyors  
P.O. Box 110806, Juneau, AK 99801-0806  
Telephone (907) 465-2540  
Fax (907) 465-2974  
E-mail: license@dced.state.ak.us

**MENTORING FORM FOR PROFESSIONAL ENGINEERING REGISTRATION**

---

---

**Items 1-6 to be completed by Applicant:**

1. Applicant Name: \_\_\_\_\_ Mentor Name: \_\_\_\_\_
2. Date of Meeting: \_\_\_\_\_ Meeting Number: \_\_\_\_\_ of 16
3. Time period covered during this meeting: From \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_
4. Total number of months covered during this meeting: \_\_\_\_\_ months
5. Projects or Description of Work completed since last meeting (attach separate sheet if necessary):

---

---

---

---

---

---

---

---

**6. Applicant Information:**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**Items 7 - 10 to be completed by Mentor:**

**7. Topics covered at this meeting:**

---

---

---

---

---

---

---

---

8. Was applicant's work since last meeting done according to industry standards? \_\_\_\_ Yes \_\_\_\_ No  
If No, please explain on separate sheet and attach to this form.
9. What portion of applicant's work since last meeting was Responsible Charge? \_\_\_\_\_ months.
10. Mentor Information:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Registration Information: Registration # \_\_\_\_\_ State: \_\_\_\_\_ Discipline \_\_\_\_\_

## **Regulations for Reference:**

### **12 AAC 36.063:**

(c) The minimum work experience required for registration must include

(1) two years of responsible charge experience or successful completion of a four-year responsible charge mentoring system, as defined in 12 AAC 36.990 and this section. To receive full credit for responsible charge experience, an applicant must gain responsible charge experience while under the responsible control of a professional engineer registered in the United States in the branch of engineering for which the applicant has applied. The board will determine the amount of credit given for responsible charge experience gained under the responsible control of a professional engineer registered in the United States in another branch of engineering based on the comparability with the branch of engineering to which the applicant has applied.

(2) responsible charge experience or successful completion of four years of responsible charge obtained within a mentoring system will be considered for credit only if it is gained after the applicant has completed education or work experience or both that are equivalent to the requirements set out in the applicable table of education and work experience requirements for fundamentals of engineering examination in 12 AAC 36.062(2).

(d) For registration in more than one branch of professional engineering listed in 12 AAC 36.990, professional work experience used to qualify for registration in one branch of engineering will be evaluated by the board in considering an application for registration in another branch of engineering. Except as provided in (c) of this section, responsible charge or mentored experience must be entirely in the branch of engineering applied for and may not be counted as responsible charge experience in another branch of engineering or in land surveying.

(j) to meet the mentoring requirements of this section, an applicant must complete four years of quarterly face-to-face meetings with a professional engineer registered in the United States and registered in the same discipline that the applicant is applying for. An applicant shall

(1) prepare a report for each meeting on a form provided by the department, which includes:

(A) a description of what topics were covered during the meeting;

(B) a statement indicating whether or not it was responsible charge work and if the work was performed according to industry standards;

(C) the professional engineer's seal and signature.

(2) submit as a part of the final report a statement from the professional engineer who served as the mentor recommending the applicant for registration

### **12 AAC 36.990. DEFINITIONS.**

(a) For the purposes of this chapter and AS 08.48, unless the context requires otherwise

(19) "responsible charge of work in the field" means the direction of work, the successful accomplishment of which rested upon the applicant, where the applicant has to decide questions of methods of execution and suitability of materials without relying upon advice or instructions from his superiors and where the applicant has to supply solutions to deficiencies in plans or has to correct errors in designs without first referring them to higher authority for approval, except where the approval is a matter of form;

(20) "responsible charge" as it pertains to "work in the office" means undertaking investigations or carrying out assignments, which demand resourcefulness and originality, or making plans, writing specifications, and directing drafting and computations for the design of architectural, engineering or land surveying work with only rough sketches, general information and field measurements for reference;